

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FEDERAL PROGRAMS

DATE: JULY 25, 2006

COMMITTEE MEMBERS PRESENT:

Supervisors Bentley
 VanNess
 Geraghty
 Girard

COMMITTEE MEMBER ABSENT:

Supervisor Mason

OTHERS PRESENT:

William Resse, Director - Employment &
 Training Administration
Candace Kelly, Director - Office for the Aging
Deborah Coalts, Nutrition Coordinator
Joan Parsons, Commissioner of Administrative
 and Fiscal Services
Supervisor Haskell
Joan Sady, Clerk
Amanda Allen, Legislative Office Specialist

Mr. Bentley called the meeting of the Federal Programs Committee to order at 10:17 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously to approve the minutes of the May 30, 2006 meeting subject to correction by the clerk.

Privilege of the floor was extended to William Resse, Director of Employment and Training Administration, who distributed copies of his agenda to the Committee members. A copy of the agenda is on file with the minutes.

Mr. Resse began the meeting by addressing item number one of his agenda which pertained to a vacant position on the Workforce Investment Board (WIB). He said that a resolution request was included in the agenda recommending Michael Perez, of Boston Scientific, be designated to fill the position vacated by Michael Tierney, of Boston Scientific.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 18, 2006 Board Meeting. A copy of the resolution request form is on file with the minutes.

Mr. Resse referenced item number two of his agenda which reminded the Committee of the Summer Employment Awards Ceremony and Picnic to be held on Thursday, August 17th at 12:00 p.m. at the Crandall Park Pavilion in Glens Falls. He advised that a flyer listing this information was included in the agenda and that anyone wishing to volunteer to assist in cooking for the picnic should arrive at 11:30 a.m.

In closing, Mr. Resse apprised that he had been notified of the amount of grant funds that would be received from New York State. He noted that he did not yet have the

breakdown of Warren County's portion but hoped to have the figures in place to present at the next Finance Committee meeting.

At 10:20 a.m. Mr. Bentley announced that the Office for the Aging portion of the Federal Programs Committee Meeting would begin.

Privilege of the floor was extended to Candace Kelly, Director of Office for the Aging, who distributed copies of her agenda to the Committee members. A copy of the agenda is on file with the minutes.

Mrs. Kelly began with item number 1a of her agenda, noting that there were five vacant positions to be filled within the Office for the Aging; (Meal Site Cook, two Food Service Helpers and two Meal Site Managers). She noted that all of the positions were within budget and were transfers within the department.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously approving the request to fill the vacant positions as referenced in item 1a of the agenda and to refer the same to the Personnel Committee. Copies of the Notice of Intent to Fill Vacant Positions are on file with the minutes.

Mrs. Kelly continued to item 1b of the agenda detailing two resolution requests to enter into new contracts with Golden Lane Associates Inc. She reminded the Committee members that a few years ago a contract had been initiated with this group to develop the Care Givers Resource Center. Grant money had been received from New York State under the Long Term Care Insurance Program and the Pharmaceutical Assistance Program, Mrs. Kelly said. She advised that these funds, in addition to those budgeted by the Office for the Aging, would be used to enter into a contract with Golden Lane Associates Inc. to set up a Long Term Care Insurance, Education and Outreach Program (LTCIEOP) and a State Pharmaceutical Assistance Program (SPAP). Resolution request forms were included in the agenda for permission to enter into a new contract for each of these programs, Mrs. Kelly added.

Golden Lane Associates Inc. would make presentations to the public and to Warren County employees on behalf of the Office for the Aging, Mrs. Kelly noted. She added that the final details of the contract had not been determined and a copy of the Long Term Care proposal was included in the agenda.

Mr. VanNess asked if the request presented was for permission to accept a bid from Golden Lane Associates Inc. for this program or for permission to further discuss the program with them. Mrs. Kelly responded that the request was for permission to enter into a contract with Golden Lane Associates Inc. to provide these services on behalf of the Office for the Aging. Mr. VanNess asked if this program was something that had been used in the past, to which Mrs. Kelly replied affirmatively. She said that grant funding

had been received from New York State in the past for this purpose and confirmed that Warren County funds would not be needed for this contract because the grant funds were available again.

Motion was made by Mr. Geraghty, seconded by Mr. Girard and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the August 18, 2006 Board meeting. Copies of the resolution requests are on file with the minutes.

Mrs. Kelly apprised that item 1c of her agenda pertained to a resolution request to amend an existing contract with the Greater Adirondack Home Health Aides for respite services. She said that these services had been more costly than in past years and the amount budgeted had been met. Mrs. Kelly stated that the resolution request was for funds to be transferred in the amount of \$13,000 from other contract budgets to meet the demand for respite services. *(Subsequent to the meeting it was determined by Paul Dusek, County Attorney, that although the requested contract changes would be made as per Ms. Kelly's request, no further resolution would be required.)*

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously to approve the request as outlined above and the necessary resolution was prepared for the August 18th Board meeting. A copy of the resolution request is on file with the minutes.

Mrs. Kelly noted that, in reading the minutes from the June 26, 2006 County Facilities Committee meeting, she found several incorrect statements made by the Committee members. She said that in the minutes it was written that a considerable number of the volunteers currently involved with the Meals-on-Wheels delivery program were opposed to a change of location. Mrs. Kelly said that a survey had been conducted amongst the volunteers and only one of them was not in favor of the change; she added that this person had advised that they would continue to volunteer although the commute would be more difficult for him.

Also in the minutes, Mrs. Kelly apprised, it was written that the Office for the Aging had requested space for a Day Care Center and an Emergency Evacuation Facility. She said that this was incorrect as neither she nor her Department had made that request.

Mrs. Kelly contradicted another portion of the minutes citing that it was written that Mr. O'Connor voiced concern that the mealsite would be moving from its location on Maple Street in the City of Glens Falls to Carol Thomas Lane in Queensbury. She said that the mealsite had been absent from the Maple Street location for quite some time and certainly would have been maintained if there had been any opposition from the Meals-on-Wheels volunteers.

Mr. Bentley noted that he had disclosed the results of the volunteer survey to the other Supervisors at a meeting held during the prior week. He said that the Supervisors were surprised by the results.

Mr. Girard said that he was not involved in prior discussions with respect to a mealsite being added to the new Health and Human Services Building and requested clarification from Mrs. Kelly on the status of the project. Mrs. Kelly stated she had not been involved in discussion with respect to this matter either and could not answer the question.

Mr. Bentley advised that \$600,000 had been estimated as the cost of the addition of an industrial kitchen and had been cut from the plans due to high cost. Mr. VanNess noted that Mr. Bentley was correct and added that the costs were high due to the square footage and appliances needed to facilitate an industrial use kitchen. Mrs. Kelly said that because most of the necessary appliances were already in use at the current mealsite and could be used in the new location, the cost would not be as high as estimated.

Mrs. Parsons advised that it was her understanding that the mealsite was removed from the plans for the new Health and Human Services to decrease the square footage which was as high as 95,000 square feet. She said areas not necessary in this building were cut to allow room for the Social Services and Point of Entry programs. Mrs. Parsons apprised that since the mealsite could be instituted at an alternate location it was removed from the plans and noted that the mealsite was removed by necessity and not by lack of interest in a mealsite at that location.

Mrs. Kelly said that this issue was a major concern for her Department because within the next five years they would outgrow the space currently allotted to them for their mealsite at The Cedars and the cost to build one would be even more expensive at that time. Mrs. Parsons responded that Social Services required the space that would have been allotted for a mealsite kitchen for a meeting room. She advised that it was her understanding that the space would be available for serving meals although there would be no kitchen due to cost and square footage requirements.

Mrs. Kelly stated that the kitchen was their main concern, as that would be the portion of the mealsite that would be outgrown at the current Cedars location. Mrs. Parsons suggested that Mrs. Kelly speak with Mr. Haskell and the County Facilities Committee to see if concessions could be made in this area. Mr. Bentley noted that he had attempted to do that but had not received favorable results. Mrs. Parsons offered to assist with this discussion at her next opportunity.

Mrs. Kelly explained to the Committee that at times the mealsite services were strained by their occupancy of a rented site. She said that the services would be provided much more easily at an alternate location and cited that there had been several instances when they were forced to vacate the premises. Mrs. Kelly added that on one occasion she and her staff were forced to collect coolers in a parking lot across the street from their location, as The Cedars did not want the Meals-on-Wheels volunteers on their property.

Mr. Girard noted that in a prior meeting Mr. O'Connor had stated that if the location of the mealsite changed there would be a loss of drivers for meal deliveries. Mrs. Kelly reiterated that this was why a survey was completed by each of the delivery drivers and only one person was in opposition but agreed to continue volunteering although it was a longer commute. Mr. Girard asked how many meals were prepared for delivery each day from this site and Mrs. Kelly responded that approximately 250 hot meals and 150 cold meals per day were prepared at this location. She noted that the need for more storage space had also presented itself.

Mr. Haskell entered the meeting at 10:29 a.m.

Mr. VanNess updated Mr. Haskell on the topic of conversation, advising him of the problems occurring with the rental space at The Cedars location, their concern of outgrowing their kitchen and also on the requirement for more storage space.

Mr. Girard asked Mr. Haskell if the estimated \$600,000 accounted for both the kitchen requirements and the square footage, to which Mr. Haskell responded that it was. Mr. Haskell added that although the kitchen was removed from the plans the dining space remained as it could be used for a multi-purpose room. Mrs. Kelly noted that the appliances in use could be transferred to a new location and decrease the cost.

Mr. Haskell stated that it was the general consensus of the Board of Supervisors to remove the mealsite from the plans for the new Health and Human Services building due to the high cost and location. He said that the only Supervisor in support of the addition of a mealsite was Mr. Bentley and noted that there would be a loss of volunteers if the site location was changed.

Mrs. Kelly responded that the volunteers had been surveyed with respect to the change of location and all had agreed that they would continue to volunteer if the move was made. Mr. VanNess supported this statement. Mr. Girard indicated that although he could appreciate the methods used to decrease the square footage of the new building, from Mrs. Kelly's statements, it did seem that there was a need for a new location for the mealsite.

Discussion ensued between the Committee members with respect to the estimates presented for the kitchen of the proposed mealsite as opposed to the current location. During this discussion it was suggested by Mr. Haskell that the kitchen located in the Municipal Center, previously occupied by the Sheriff's Department, might be a solution for this grievance. Mr. Bentley added that the classrooms located in that wing might be used to facilitate the serving of the meals, to which Mrs. Kelly replied that they were much too small. She noted that she and her staff were currently housed in those rooms due to a recent fire at their Glens Falls location.

Mr. Haskell asked Mrs. Kelly if power had been restored to the building to which she replied that both the electric and telephone services had been restored however, there

was no air conditioning. She added that other occupants of the building had brought in portable air conditioning units to make the space habitable; however, Mrs. Kelly said, she thought that the climate control system was to be repaired later in the day.

Mr. Haskell said that he would check on the square footage of the old Sheriff's wing and kitchen to see if it could be converted to meet the requirements specified by Mrs. Kelly, although this would be for the kitchen only, no space was available for meals to be served. Mr. VanNess stated that this might be ideal as there was a loading dock already in place as well as a walk in freezer. Mrs. Kelly noted that this was smaller than what was already in use. Mr. VanNess suggested that the garages located in the old Sheriff's wing might be converted into a space large enough to complete the mealsite. Mr. Haskell stated that those were already in use but could possibly be vacated to convert the space. He said that he would research the issue and get back to the Committee with the square footage available.

Mrs. Kelly returned to item three of her agenda noting that a Farmers Market Coupon Distribution Schedule was included with her agenda. She said that coupons would be given to all income qualified Senior Citizens in the area for use at these Farmers Markets.

As listed under item number four of the agenda, Mrs. Kelly stated that a copy of the August Newsletter was also included.

Mrs. Kelly informed the Committee members of the Warren County Senior Picnic to be held on September 6, 2006 at the Knights of Columbus Pavilion in Queensbury. She said that the event was for both Warren and Hamilton County residents and has been well attended in the past.

Addressing item number six of the agenda, Mrs. Kelly noted that in the Verizon phone book the telephone number for the Office for the Aging was incorrectly listed. The number printed in the book was the fax number rather than the telephone number, she added. Mrs. Parsons said that the telephone number for Real Property Tax Services was incorrect, as it was for the past two years.

In closing, Mrs. Kelly stated that as of June 30, 2006 the Title V program would end. Three people employed under that program had been switched to the Experience Works Program and were still temporarily employed, she added. Mrs. Parsons said that she was aware of this and that she had spoken with Anne Slade of Experience Works to discuss the situation.

As there was no further business to come before the Federal Programs Committee, on motion made by Mr. Geraghty and seconded by Mr. Girard, Mr. Bentley adjourned the meeting at 10:41 a.m.

Respectfully Submitted,
Amanda Allen, Legislative Office Specialist